

TOWN OF WINCHESTER
CAREER OPPORTUNITY
GRANT WRITER

The Town of Winchester is seeking an energetic and competent person for a new position recently approved by the voters. This is a great opportunity for someone to be compensated by their success. Grant writing experience is preferred but the town will consider an apprentice with appropriate background. This person will work with the town in securing grants available from foundations, government and corporations. For more details and information refer to the town website at Winchester-nh.gov and go to employment opportunities.

Please submit a letter of interest and/or a current resume by June 10, 2016 to:

Town of Winchester
1 Richmond Road
Winchester, NH 03470
603-239-4951 x106

Or email: msharra@winchester.nh.gov

The Town of Winchester is an
Equal opportunity employer

Details and information:

The Town of Winchester desires to contract with one or more individuals interested in assisting the Town in securing grants available from foundations, government, and corporations' charitable donations. The skills set and professional characteristics are listed below...

Necessary: Team player, fast learner, self-starter, energetic, ability to work with unknowns and minimal supervision, reasonable writing competence, computer smarts, ability to communicate especially remotely and in public forums. Excellent reliability as demonstrated by employer or schooling track records.

Desired: Grant writing experience, research skills, excellent writing skills, knowledge of program/project implementation, basic evaluation and reporting experience, superb interpersonal / networking reputation.

Added Pluses: Government experience, corporate experience, management track record, patience, willing to go above and beyond call, GIS and/or data base management and other challenging and unique experiences.

The Town will consider qualified firms, as opposed to individuals, for these services.

Compensation: Since the recent public vote to retain a grant writer did not include a funding appropriation, the compensation, to start, will be totally contingent upon success in the new position. In other words, the selected person(s) will have to volunteer their services and write grants that either 1) provides for future or retroactive grant writer compensation and/or 2) provides for direct cost for grant writer as a consultant or project/program manager from secured funding for the implementation of the funded activity. In the second case (#2) above, the applicant must demonstrate sufficient capacity to carry out the activity with little support from Town personnel.

For individuals desiring an educational apprenticeship, wishing to build a resume, or to work solely as a community service, the Town is happy to accept qualified and willing volunteers without the anticipation of compensation.

All funding requests will have to be pre-approved by the Town Planner in consultation with a subcommittee as appointed by the Selectboard.

The selection process will involve a screening Selectboard appointed subcommittee, recommendations by the committee, supported by the Town Administrator, and the final decision will be made by the Board of Selectmen.

Timing: A one page cover letter and a resume with a short sample of recent work product should be sent to the Town of Winchester, attention Margaret Sharra or by email to msharra@winchester.nh.gov. The top five candidates will be screened by the subcommittee; the final appointment will be made by the Board of Selectmen after interviewing the three finalists. The applications must be received by June 10th, 2016.

NOTE: The Town recognizes some funding sources do not permit compensation based on a percentage of awarded funding. Other sources do not encourage contingent compensation. Nonetheless most sources permit some tailored arrangements that align with the current Town intentions. The successful applicant(s) will have to make such determinations as part of the research and culling. For illustrative funding availability see <https://www.cfda.gov/> and <http://foundationcenter.org/findfunders/>

For more information contact: Margaret at msharra@winchester.nh.gov Emails only please